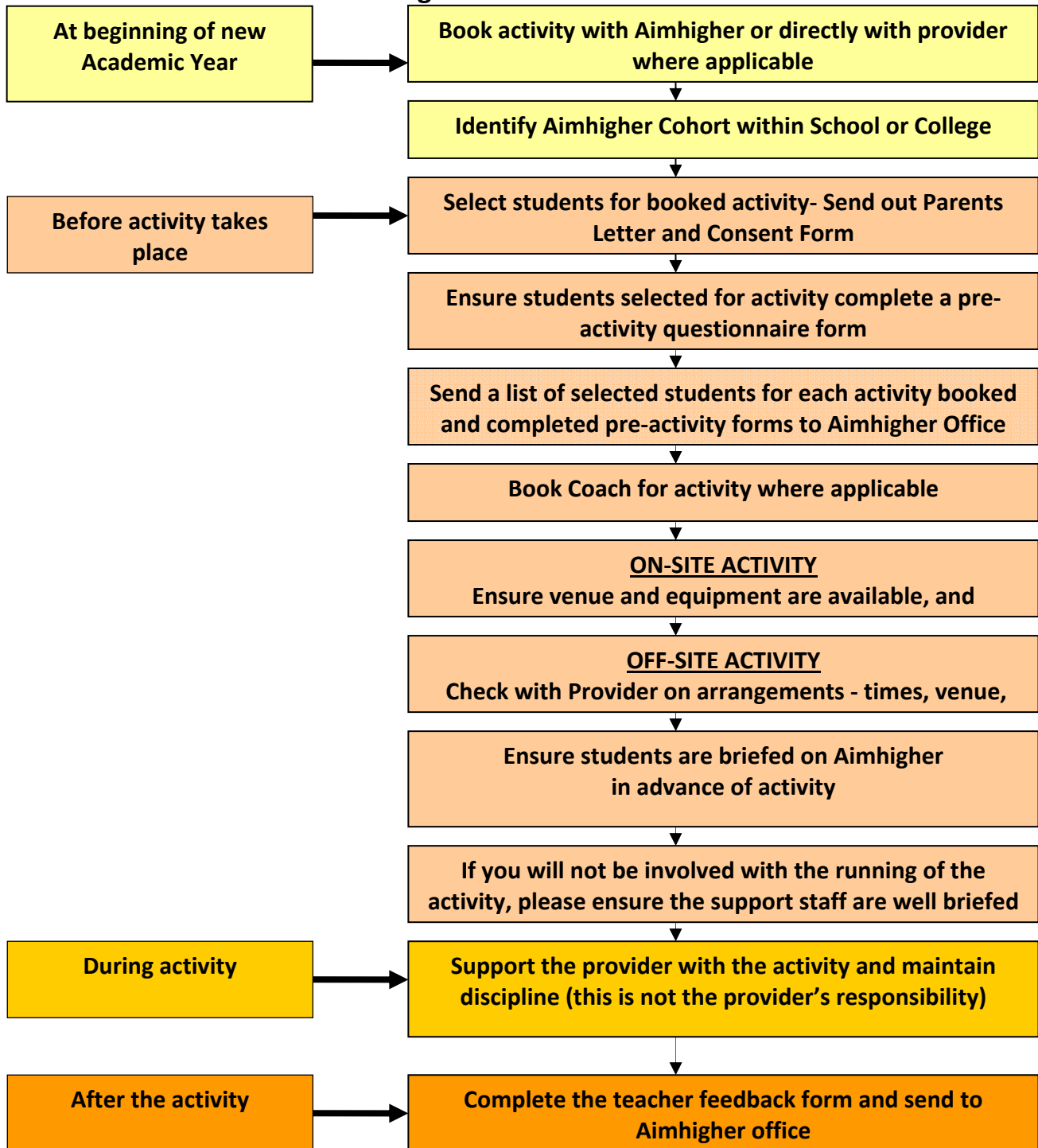


Aimhigher Co-ordinator Checklist



Aimhigher Surrey contacts:

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Aimhigher Surrey, c/o Educational Liaison Centre, University of Surrey, Guildford, Surrey, GU2 7XH

YOUR ROLE IN THE AIMHIGHER ACTIVITY

Organisation

Your institution has agreed that the Aimhigher's administrative requirements will be completed and forwarded to the Aimhigher office. Aimhigher reserve the discretionary right to refuse future activity to your institution in cases of non-compliance. ***The Aimhigher Coordinator is responsible for ensuring that this is done.***

Cancellations

If you cannot, for whatever reason, take part in the activity on the agreed date, please inform Aimhigher and the Provider immediately. Failure to do so may result in a 50% activity charge being offset against your network funding.

Criminal Records Bureau Check

All our providers are required to ensure their staff have current CRB checks and appropriate risk assessments are undertaken and are available to the school by our providers.

Risk Assessments

Please contact the provider directly for details.

Illness

Sufficient members of staff should accompany the activity so that should a student become ill, a member of staff can take care of them whilst another remains with the group.

Discipline

Responsibility for maintaining discipline during an activity rests with the school. Participants need to be well behaved and respectful at all times. School staff are expected to intervene in cases of unruly behaviour, which includes incessant chatter and texting. In cases of unacceptable behaviour (however that may be deemed by the provider) staff will be expected to remove the student(s) and treat as for 'Illness' (above).

Activities Based in School

When activity is based in the school or college, please ensure that Reception knows who is coming and that a room is available, etc. Please contact the provider to confirm date and timings.

Procedure to Gain Agreement to Use Non-Sensitive Data

In order for Aimhigher to assess the impact of the programme of activity it needs to collect a range of data over a period of time. For this purpose we request that a consent form be signed by every person participating. For your information The Information Commissioner is happy for a child under the age of 18 to give consent provided they can understand what they are consenting to. It is *highly recommended* that parent/carers also sign the form.

Aimhigher Forms to be completed

- **Letter to Parents/Consent form** - Aimhigher Coordinator to arrange to distribute with Aimhigher prepaid envelopes for return direct to Aimhigher office.
- **Student pre-activity form** –Aimhigher Coordinator to arrange for completion within school and send to Aimhigher.
- **Post Activity form**- to be completed by the activity provider or in school
- **Teacher Evaluation Form** - **Send to Aimhigher office after activity completed**